25 February 2006

MEMORANDUM: FOR ALL NVWG UNITS AND STAFF

FROM: NV/CC

SUBJECT: Use of MIMS/WMU

1. My memo of 7 November 2005 "MIMS Master Database" is rescinded.

   a. Since that date the WMU has been updated to include all the information required in MIMS, and data now flows in real time from the WMU to MIMS.

   b. As a result, members may freely input data into the WMU and know that it is recorded in MIMS as well.

   c. On the other hand, data is transferred from MIMS to the WMU only once per day – not in real time.

   d. NHQ has made several changes in MIMS which cause it NOT to comply with CAPR 60-1 and CAPR 63-1 in all respects. The WMU, on the other hand, is fully compliant.

2. As a result of the above, members are now asked to use the WMU for data entry. We apologize for the back and forth, but the development of these two systems has been a moving target and we must adjust.

3. All pilots should be asked to update their WMU pilot information. New blocks for special endorsements and currency have been added, and these MUST be updated or flight releases may be denied. Special attention should be paid to the new currency check boxes, each one of which is critical to some mission symbol. Many of the check boxes are redundant, but they only need to be filled out once.

4. The new block for "Check Pilot Endorsement" does NOT mean that the check pilot signed the Form 5. It refers to the "Instructor/Check Pilot" check box at the top of the Form 5. Only instructors and check pilots should be filling in this box. Please make certain all pilots understand this as we are seeing many non-check pilots

incorrectly putting a date in this box. Validators should also be on the look-out for this error and not validate improper check pilot endorsements.

5. A new pilot validation module has been written for the WMU which is much improved.

    a. CAPR 60-1 permits most pilot folder items to be discarded after they are entered and validated in MIMS. Entering and validating these items in EITHER MIMS or the WMU meets this requirement, since the data transfers.

    b. In the past, documents for check pilots had to be separately validated at the unit level and the Wing level. This is no longer necessary. Documents will be validated at the assigned unit, and this validation will automatically carry over to the Wing file. Only one validation is required, and we want the unit of assignment to perform this. Check pilots should submit documents to their unit, and these need NOT be forwarded to Wing, except for the four documents described in paragraph 6a below.

    c. Self-validation is no longer possible. Someone other than the pilot must validate all documents. This makes the WMU consistent with MIMS policy.

    d. Documents will not "count" for currency, flight releases, etc. until they are validated. This means that units must regularly perform validation to keep their pilots eligible to fly.

    e. Good news! In the past, only one pilot could be validated at a time and the validator had to wait for the screen to refresh afer each pilot. The new module does not require this. There is a "Submit" button below each pilot purely for convenience, but any number of pilots can be validated and any arbitrary "Submit" button clicked only once at the end of the entire process. This will speed up validation significantly.

    f. Certain authorized personnel will see a button at the top of the validation module called "Synchronize this Unit with MIMS." This button is ONLY for use to restore synchronization when problems appear. For normal use it is sufficient to validate items and each item validated will immediately transfer to MIMS.

6. The physical pilot folder no longer needs to contain all pilot documents. Units are free to discard unneeded items (optional) and Wing will discard unneeded items (mandatory). In either case, as a matter of Wing policy, the electronic file will be regarded as the master record.

    a. Per CAPR 60-1, only four documents are required to be physically preserved in the pilot data file (Pilot certificate, CFI certificate, medical certificate and signed Statement of Understanding).

b. A new check box has been added to the WMU validation module for these four documents ("In File") to indicate that they are physically present. "In File" is different from "validated". Validated means that a second person has confirmed the existence of the document, and most documents may then be discarded. "In File" applies only to the four special documents and means that the document is physically present in the pilot file. "In File" should only be checked by personnel with physical access to the file. The four documents listed in para a. above must be BOTH "validated" AND "In File."

c. For check pilots a duplicate pilot folder must be maintained by Wing. For these pilots there is a separate record in NV-001 and a different checkbox ("In -001 file") for the four items in paragraph a. above. Only the Wing Stan/Eval officer should check these boxes since only this officer has possesson of the physical Wing files.

7. For Emergency Services achievements, data is flowing correctly between MIMS and the WMU. Qualified status is always reflected in both system.

8. MIMS is NOT correctly processing Emergency Services task data, and individuals can be shown in "training" status in MIMS without the required command approvals. In fact, an individual member can create a MIMS 101 card with "training" status for virtually any specialty without any approvals whatsoever. This is a major shortcoming of MIMS.

9. Accordingly, we recommend that units use the WMU for SQTR data. The WMU requires an electronic CAPF 100 be approved by the appropriate commander (unit or Wing) before ANY status (training or active) is granted.

10. Until NHQ fixes the problem described above, it is possible for individuals to have training status shown on a MIMS 101 card but not on a WMU 101 card. This is an additional incentive to use the IMU for all mission check-ins – the IMU is based on the correct WMU qualification and will catch any such errors.

11. In summary, we now recommend that all data be entered into the WMU and that the WMU be allowed to transfer the data to MIMS. This will ensure that CAPR 60-1 and CAPR 63-1 are properly implemented.

DION E. DECAMP
NV/CC